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| 広報番号： Announcement No. | CFAY-1200-06-06 |
| 募集締切日： Closing Date | 19 May 06 |
| 発行日： Date of Issue | 5 May 06 |

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| <p>1.職種名 Job title (等級 Grade <u> 5 </u> / 語学等級 LAD <u> 2 </u>) Guard Supervisor, #3004 (警備員監督)</p> <p>受諾可能な下位等級 Acceptable Trainee Level: <u> 3-3 </u></p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input checked="" type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div> | <p>募集人数 No. of Recruitment</p> <p style="text-align: center;"><u> 1 </u> 名</p> | <p>4.募集範囲 Area of Consideration</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p><input checked="" type="checkbox"/> 外部 Off Base Applicant</p> |
| <p>2.部隊 Activity Commander Fleet Activities, Yokosuka Security Detachment Guard Division (Code 1210C) 勤務場所 Working Place: Yokosuka (CPHQ)</p> | | <p>5.雇用の種類 Type of Employment</p> |
| <p>3.勤務時間 Work Schedule (週 <u> 40 </u> 時間制 hrww)</p> <p>勤務日 Work Days Mon thru Fri <u> 週休2日 </u></p> <p>勤務時間・休憩 Work Hours/Recess Period 0745-1630/45min</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel (Relief Duty) </div> | | <p><input checked="" type="checkbox"/> MLC</p> <p><input type="checkbox"/> IHA <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)</p> |

Serves as an assistant to the Chief of FACP in charge of a very large group of guards organized into numerous organizational units responsible for the protection and surveillance of USFJ military facilities such as housing areas, posts etc. Shares responsibility with the Chief of FACP in planning all phases of the protective programs. Issues instructions to subordinate supervisors and transmits orders and directives from higher authority with detailed instructions, and assures that they are carried out promptly and properly. Inspects guards on duty to ensure that their performance and appearance are in compliance with appropriate regulations. Investigates irregularities and takes necessary action on routine cases; reports more serious problems to supervisor. Rearranges work assignments to cope with unusual circumstances. Assists the Chief of FACP in preparing a variety of reports and maintaining records. Receives training per US Navy instructions and training manual. Performs other related or incidental duties as assigned.

- a. Must have 1 year of specialized experience in the same line of work at next lower level.
- b. Must have an ordinary driver's license (A/T limited is not acceptable).
- c. Ability to work and drive under inclement weather conditions to maintain emergency services/security capability.
- d. Ability to supervise subordinate employees.
- e. Ability to speak, read and write Japanese language at native language level.
- f. Ability to speak, read and write English at average proficiency level (LAD-2).
- g. Ability to report for duty, 24 hours a day, whether or not public transportation is available
- h. Ability to operate office automation hardware and software such as Windows NT, Microsoft Office (Word, Excel, Access and PowerPoint) and Communications.
- i. Ability to work at any work site and under irregular work schedule. (Yokosuka, Urago, Ikego, Negishi, Koshiba, Hakozaki, and Tsurumi)

3-3: Must have 1 year of specialized experience in the same line of work at the 3-2.

學歷 Educational Background : N/A 免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

*☒ **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)
****HROのウェブサイトにてPDF形式の様式を入手出来ます。 <http://hro.cnfj.navy.mil> ***

*☒ **専門職務経歴書** Self-explanation of past work experience, skills and knowledge


☒ **運転免許証の写し** Copy of Driver's License (A/T limited is not acceptable.)

☒ **英語の能力を証明するものの写し** Certificate of English Proficiency (Copy)

☒ **80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒**
Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not acceptable.)

***の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English**

Ability to work and drive under inclement weather conditions to maintain emergency services/security capability.

| 問い合わせ先 for Job Inquiries | 提出先 Office to Submit | 事務処理欄 For Official Use |
|---|--|--|
|  担当部署／担当者名 Office 横須賀基地司令部マネージメントオフィス 人事管理課 担当： 松田・石原 046-816-8148/046-816-8143 DSN 243-8148/8143 (職務内容に関する問い合わせ) | 〒238-0001 神奈川県横須賀市泊町1番地 Box 22 1 banchi Tomari-cho, Yokosuka Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) CNFJ, HRO (Code N132) Box 22 ☎046-816-8152 DSN 243-8152 (提出・通知に関する問い合わせ) | PD No.: CFAY-1210C-009 PD is accurate and current. Certified by Activity: mm5/4 HRO: kw 5/5 |

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.
提出された応募書類はお返ししません Submitted applications will not be returned.